



# Signing documents from SMS and email

In addition to signing documents directly from the Zoho Sign dashboard, recipients can also access documents from their email inbox and their SMS inbox.

## Signing documents from email

1. From your email inbox, click the email that contains the document signing link.
2. You can find the document details like the sender's email address, document expiry, and a message to all and a private note (if set by the sender).

An email interface showing a digital signature request. The subject line is "Digital Signature Request". The body of the email contains the following information:

John Martin has requested you to review and sign NDA

Sender	<a href="mailto:sales@securesign24x7.com">sales@securesign24x7.com</a>
Organization Name	Securesign 24x7
Expires on	Dec 09, 2023
Message to all	-
Private Message	This document is to be read through thoroughly and carefully before signing. An authentication code will be shared with you via email. Do not share it with anyone.

**Start Signing**

3. Click **Start Signing**.
4. You will be redirected to a document info page.

The screenshot shows a web browser window for 'Zoho Sign' with the URL 'esign.securesign24x7.com/zsguest?locale=en&sign\_id=234b4d535f495623a096df5f3e853b6cda947754a82...'. The page is titled 'Sign' and displays 'Document info' with the following details:

Document name	Confidentiality_and_Non-Disclosure_Agreement_2
Sender	Securesign 24x7 <sales@securesign24x7.com>
Organization	Securesign 24x7
Sent on	Mar 20, 2024 <Expires in 5 days>

Below this, there is a section titled 'Enter one-time passcode (OTP)' with the following instructions:

Please enter the one-time passcode (OTP) received in your email inbox (da\*\*\*\*\*@securesign24x7.com) to authenticate yourself and access the document(s).

A text input field contains the placeholder '\*\*\*\*\*'.

A green button labeled 'Proceed to document' is visible.

Below the button, a link 'Didn't receive the authentication code? [Resend code](#)' is provided.

5. If your sender has enabled a verification method, you will need to verify yourself to access the document.
6. In case of email, SMS, or offline OTPs, enter the OTP and click **Proceed to document**.
7. Read the terms and conditions and click **Agree & Continue**.

I confirm that I have read and understood the terms and conditions.

**Terms and conditions**

**ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

Please read the following information carefully. By clicking the 'I agree' button, you agree that you have reviewed the following terms and conditions and consent to transact business electronically using Zoho Sign electronic signature system. If you do not agree to these terms, do not click the 'I agree' button.

**Electronic documents**

Please note that Securesign 24x7 ("we", "us" or "Company") will send all documents electronically to you to the email address that you have given us during the course of the business relationship unless you tell us otherwise in accordance with the procedure explained herein. Once you sign a document electronically, we will send a PDF version of the document to you.

**Request for paper copies**

You have the right to request paper copies of these documents sent to you electronically from sales@securesign24x7.com. Alternatively, you also have the ability to download and print these documents sent to you electronically, and re-upload a scanned copy of the printed and physically signed documents. If you, however, wish to request paper copies of these documents sent to you electronically, you can write back to the sender.

[Close](#) or [Agree & Continue](#)

agreement dated January 17, 2018 between the Assignor and the City of Rapid City, a municipality organized and existing under the laws of the State of South Dakota; and

WHEREAS, Assignor desires to assign and Assignee desires to receive by assignment all of Assignor's rights and obligations under the Contract;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **ASSIGNMENT:** Assignor hereby assigns to Assignee all of its interests, rights and title held by Assignor in and to the Contract.

8. Fill in the form fields and click **Finish** to complete the signing process.

9. You can also choose to print or download the signed document.

You have hosted this document.

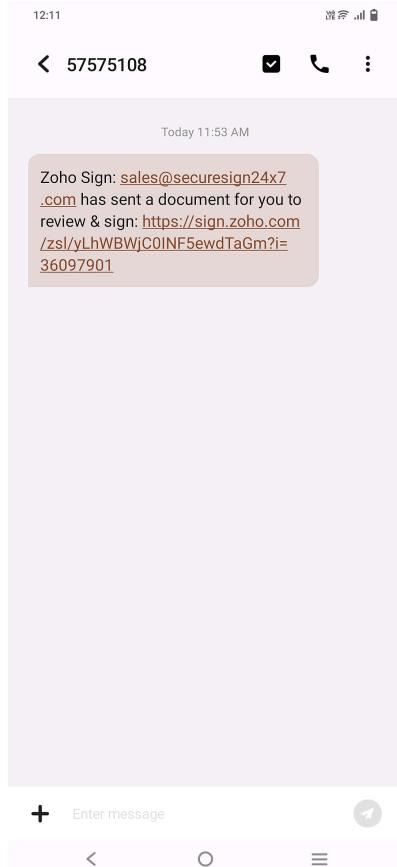
[Download](#) [Print](#)

[Go to Zoho Sign home](#)

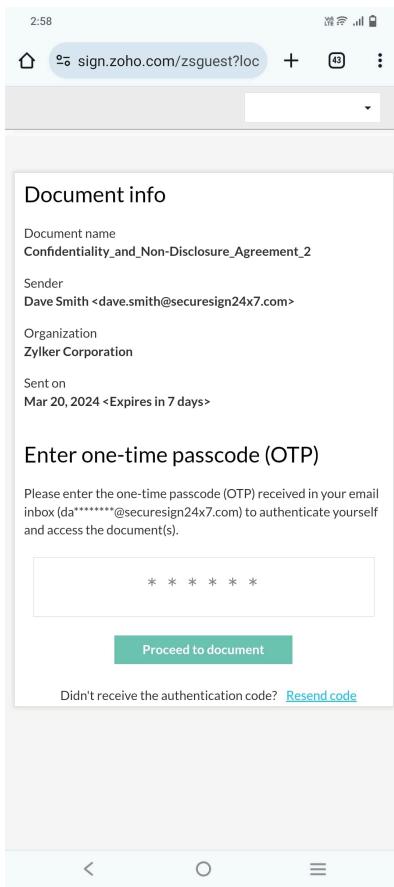
## Signing a document from SMS

Signing documents from SMS (via mobile) provides a faster and easier way to authorize and sign documents on the go.

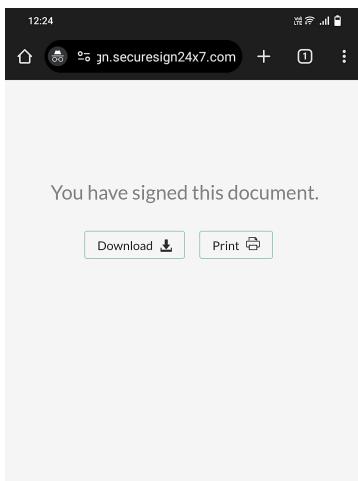
1. Your recipient will receive the signing request via SMS.



2. If your recipient's identity needs to be verified by you before signing, your recipient will receive an OTP via email, SMS, offline (in this case, you should receive the code directly from the sender), or KBA (Knowledge-based authentication).



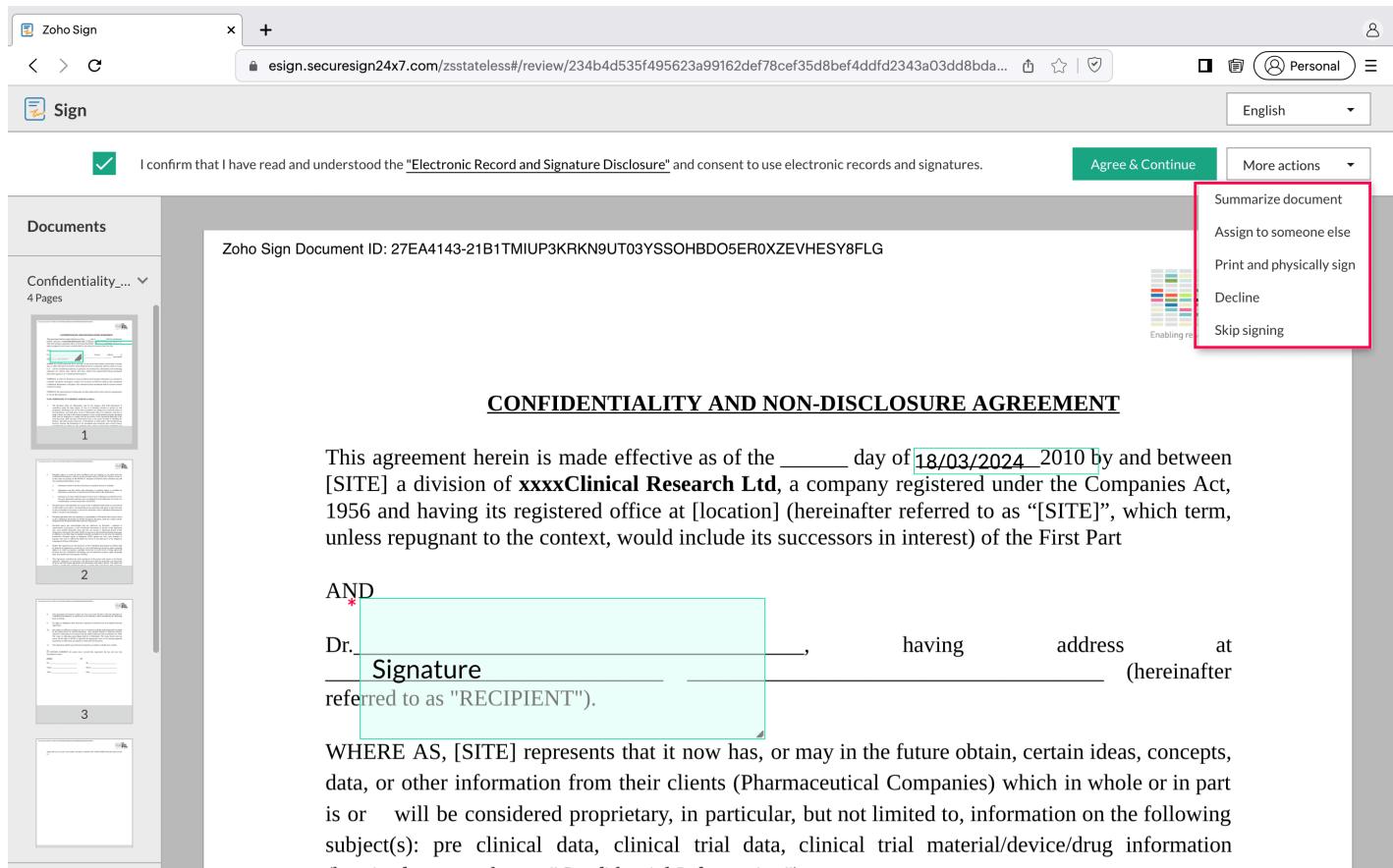
3. Upon successful verification, your recipient will be redirected to the document viewer page.
4. Once the terms and conditions are read, click **Agree & Continue**.
5. Fill in the signer fields and click **Finish** to complete the signing process.
6. Your recipient can also choose to print or download the signed document.



# Other signer actions

After accessing the document, your recipient can also choose to perform the following actions:

- Summarize document
- Assign to someone else
- Print and physically sign the document
- Decline signing
- Skip signing



The screenshot shows the Zoho Sign interface with a red box highlighting the 'More actions' dropdown menu. The menu contains five options: 'Summarize document', 'Assign to someone else', 'Print and physically sign', 'Decline', and 'Skip signing'. The main content area displays a 'CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT' document with several red boxes highlighting specific sections: one around the document ID, one around the signature line, and one around the subject(s) list.

I confirm that I have read and understood the ["Electronic Record and Signature Disclosure"](#) and consent to use electronic records and signatures.

Agree & Continue More actions

Summarize document  
Assign to someone else  
Print and physically sign  
Decline  
Skip signing

Zoho Sign Document ID: 27EA4143-21B1TMIUP3KRKN9UT03YSSOHBDO5ER0XZEVHESY8FLG

**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This agreement herein is made effective as of the \_\_\_\_\_ day of 18/03/2024 2010 by and between [SITE] a division of **xxxxClinical Research Ltd**, a company registered under the Companies Act, 1956 and having its registered office at [location] (hereinafter referred to as "[SITE]", which term, unless repugnant to the context, would include its successors in interest) of the First Part

AND

Dr. \_\_\_\_\_, having address \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as "RECIPIENT").

WHERE AS, [SITE] represents that it now has, or may in the future obtain, certain ideas, concepts, data, or other information from their clients (Pharmaceutical Companies) which in whole or in part is or will be considered proprietary, in particular, but not limited to, information on the following subject(s): pre clinical data, clinical trial data, clinical trial material/device/drug information

## Summarize document

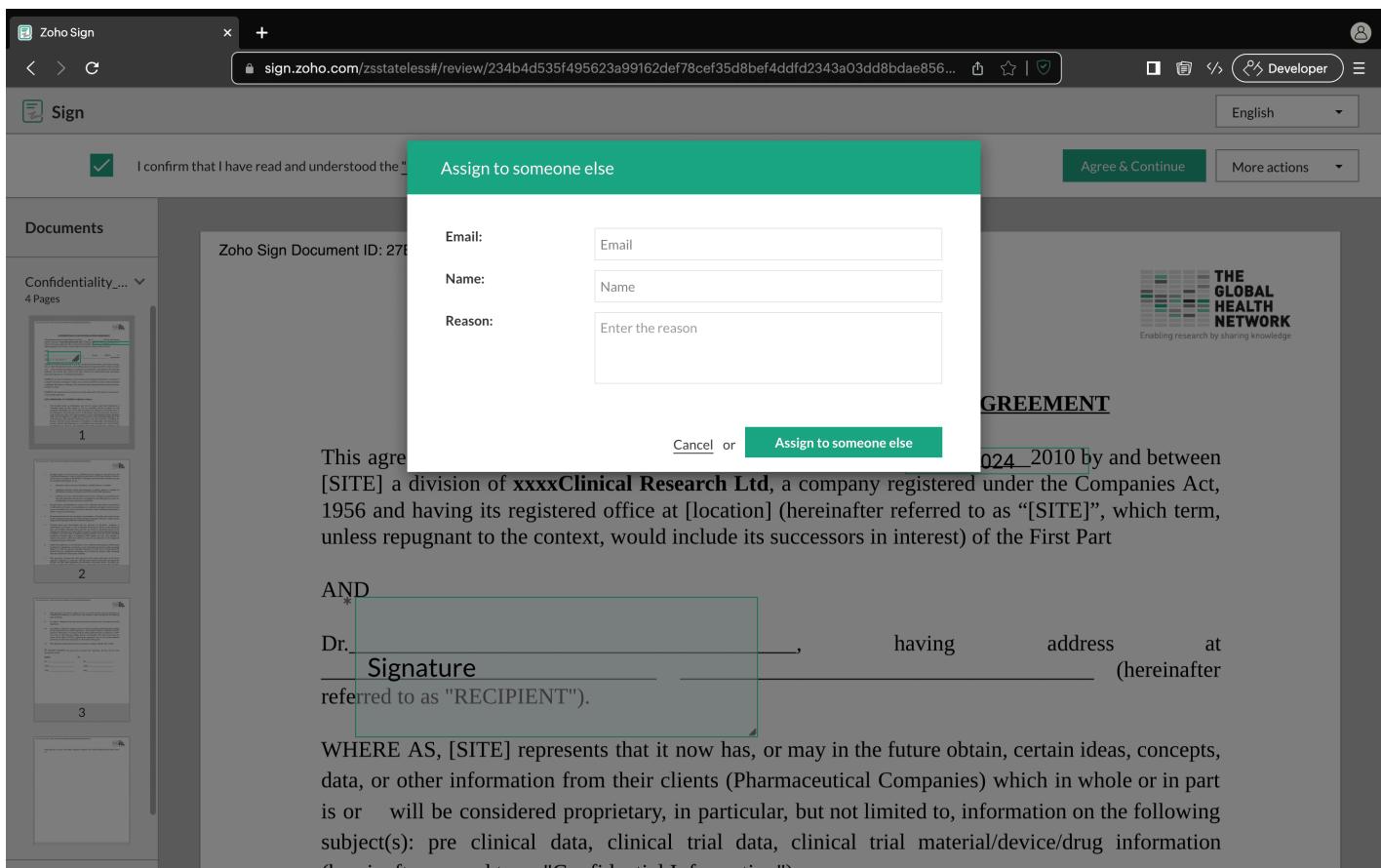
Zoho Sign now leverages an integration with ChatGPT via Zia, our AI-powered assistant, to offer a quick contextual summary of long documents. This integration allows Zia to fetch data from the documents in Zoho Sign and share them with ChatGPT for generating appropriate responses that can be used in various scenarios.

[Click here to learn how to enable text summarization in documents via Zia using ChatGPT.](#)

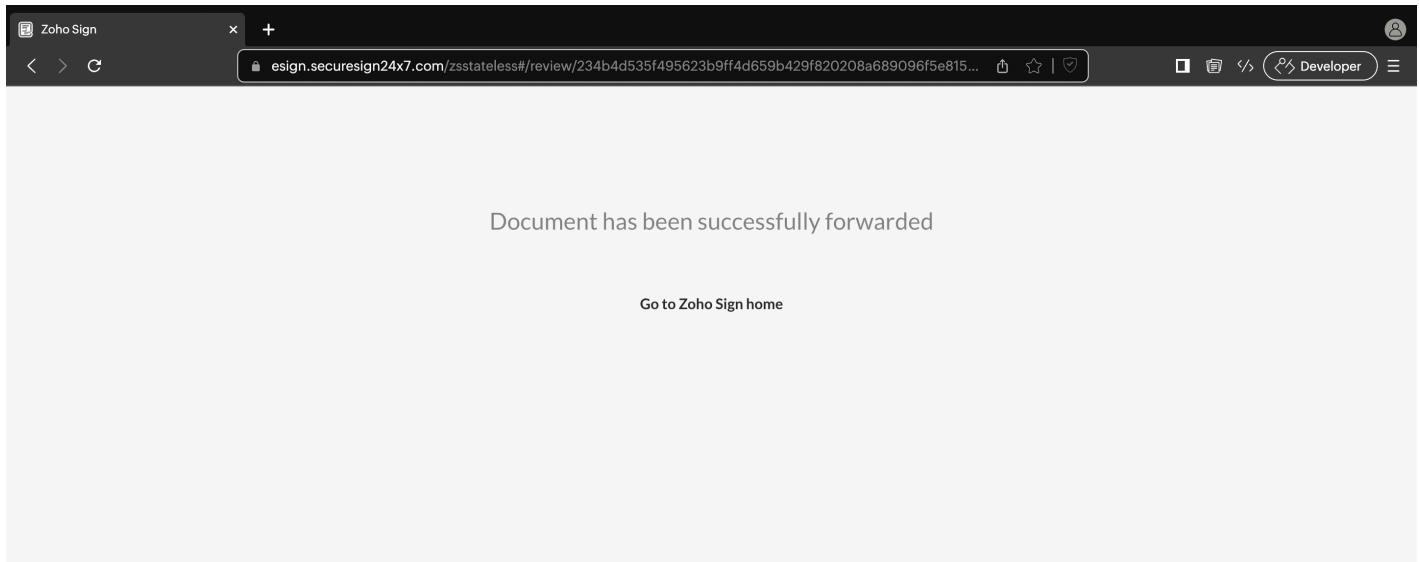
## Assign to someone else

1. If you want someone else to sign the document on your behalf, choose **Assign to someone else**.

2. Proceed to enter the **Email**, **Name**, and the **Reason**, then click **Assign to someone else**.



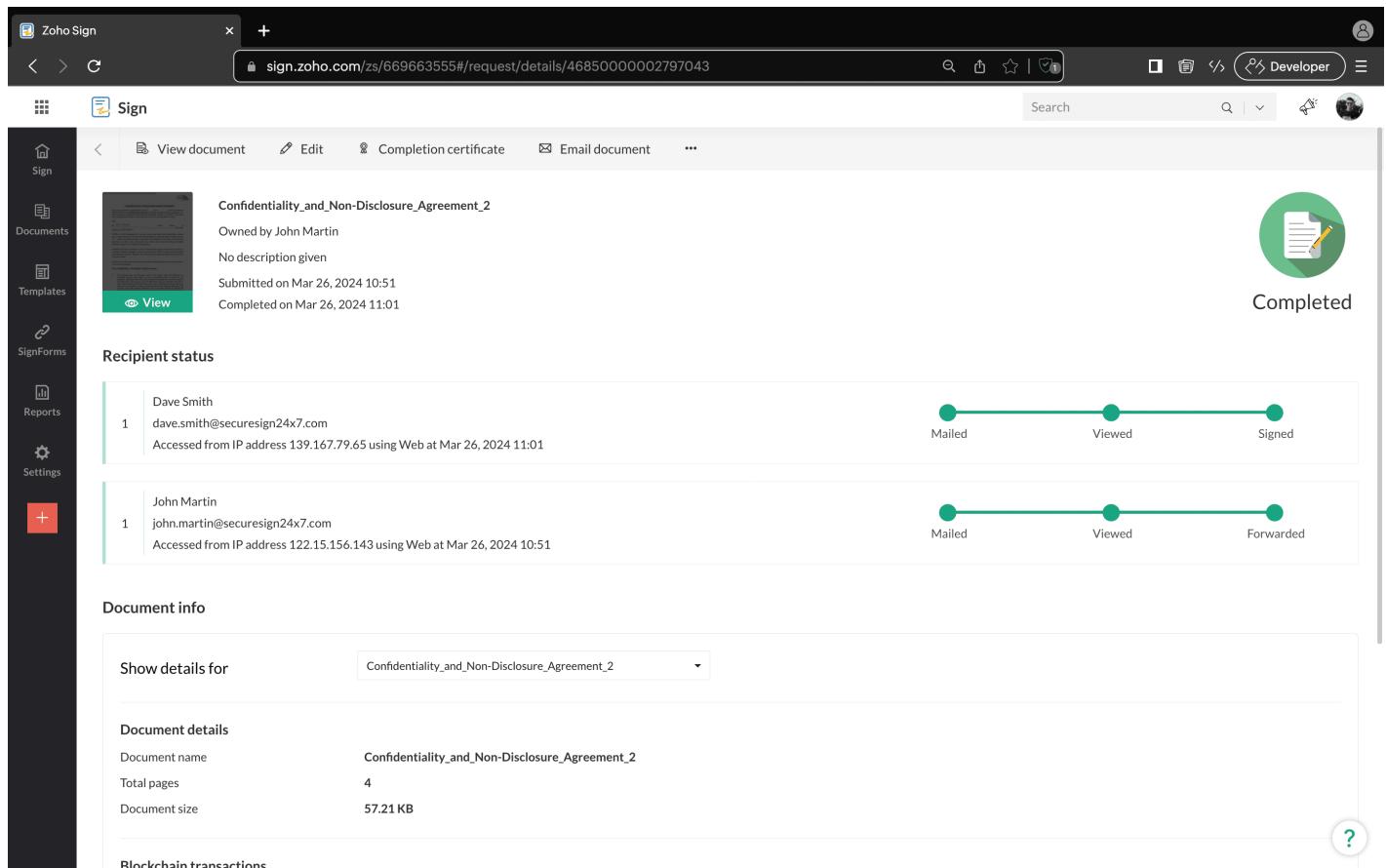
3. The document will then be forwarded to the assigned individual.



4. The assigned individual will receive the document signature request, and they can complete the signing process.

The screenshot shows the Zoho Mail interface. On the left, the sidebar lists various sections: Mail, STREAMS, Calendar, Tasks, Notes, Contacts, Bookmarks, TAGS, and VIEWS. The main content area shows an email from "John Martin" with the subject "John Martin assigns you to sign Non-Disclosure Agreement - Clinical Trials (1)". The email body is titled "Digital Signature Request". It contains the following information:  
- Sender: [sales@securesign24x7.com](mailto:sales@securesign24x7.com)  
- Organization Name: Securesign 24x7  
- Expires on: Mar 30, 2024  
- Message to all: -  
- Private Message: -  
A red "Start Signing" button is prominently displayed at the bottom of the email body. At the bottom of the page, there is a note: "This is an automated email from Zoho Sign. For any queries regarding this email, please contact the sender [sales@securesign24x7.com](mailto:sales@securesign24x7.com) directly. If you think this email is inappropriate or spam, you may file a complaint with Zoho Sign [here](#). To turn off reminders for this document, click [here](#)." The interface includes a search bar, a message bar (@mention a user or group to share this email), and a Smart Chat bar (Here is your Smart Chat (Ctrl+Space)).

5. Once the document has been forwarded to someone else, the former recipient will only be able to view the document and cannot perform any signing action. They will be able to view the envelope after the signing action is complete, and the forwarded action will be audited within their Zoho Sign account and in the completion certificate.



The screenshot shows the Zoho Sign interface for a document named "Confidentiality\_and\_Non-Disclosure\_Agreement\_2". The document was owned by John Martin and submitted on Mar 26, 2024 10:51, completed on Mar 26, 2024 11:01. The recipient status shows two entries: Dave Smith (dave.smith@securesign24x7.com) who accessed the document from IP address 139.167.79.65 using Web at Mar 26, 2024 11:01, and John Martin (john.martin@securesign24x7.com) who accessed it from IP address 122.15.156.143 using Web at Mar 26, 2024 10:51. The document info section shows the document name, total pages (4), and document size (57.21 KB). The blockchain transactions section is empty.

Confidentiality\_and\_Non-Disclosure\_Agreement\_2

Owned by John Martin

No description given

Submitted on Mar 26, 2024 10:51

Completed on Mar 26, 2024 11:01

**Recipient status**

1. Dave Smith  
dave.smith@securesign24x7.com  
Accessed from IP address 139.167.79.65 using Web at Mar 26, 2024 11:01

1. John Martin  
john.martin@securesign24x7.com  
Accessed from IP address 122.15.156.143 using Web at Mar 26, 2024 10:51

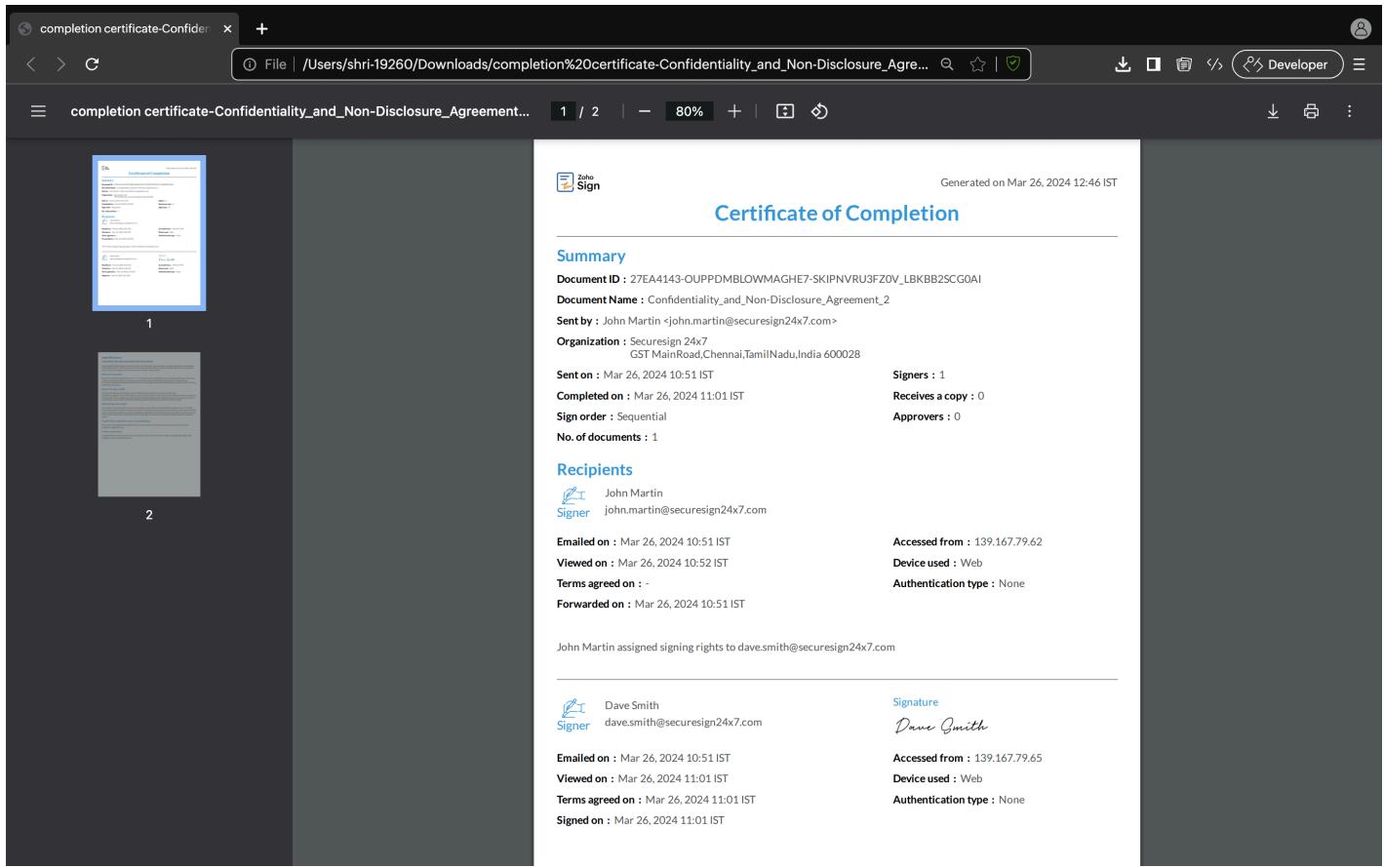
**Document info**

Show details for Confidentiality\_and\_Non-Disclosure\_Agreement\_2

**Document details**

Document name	Confidentiality_and_Non-Disclosure_Agreement_2
Total pages	4
Document size	57.21 KB

**Blockchain transactions**



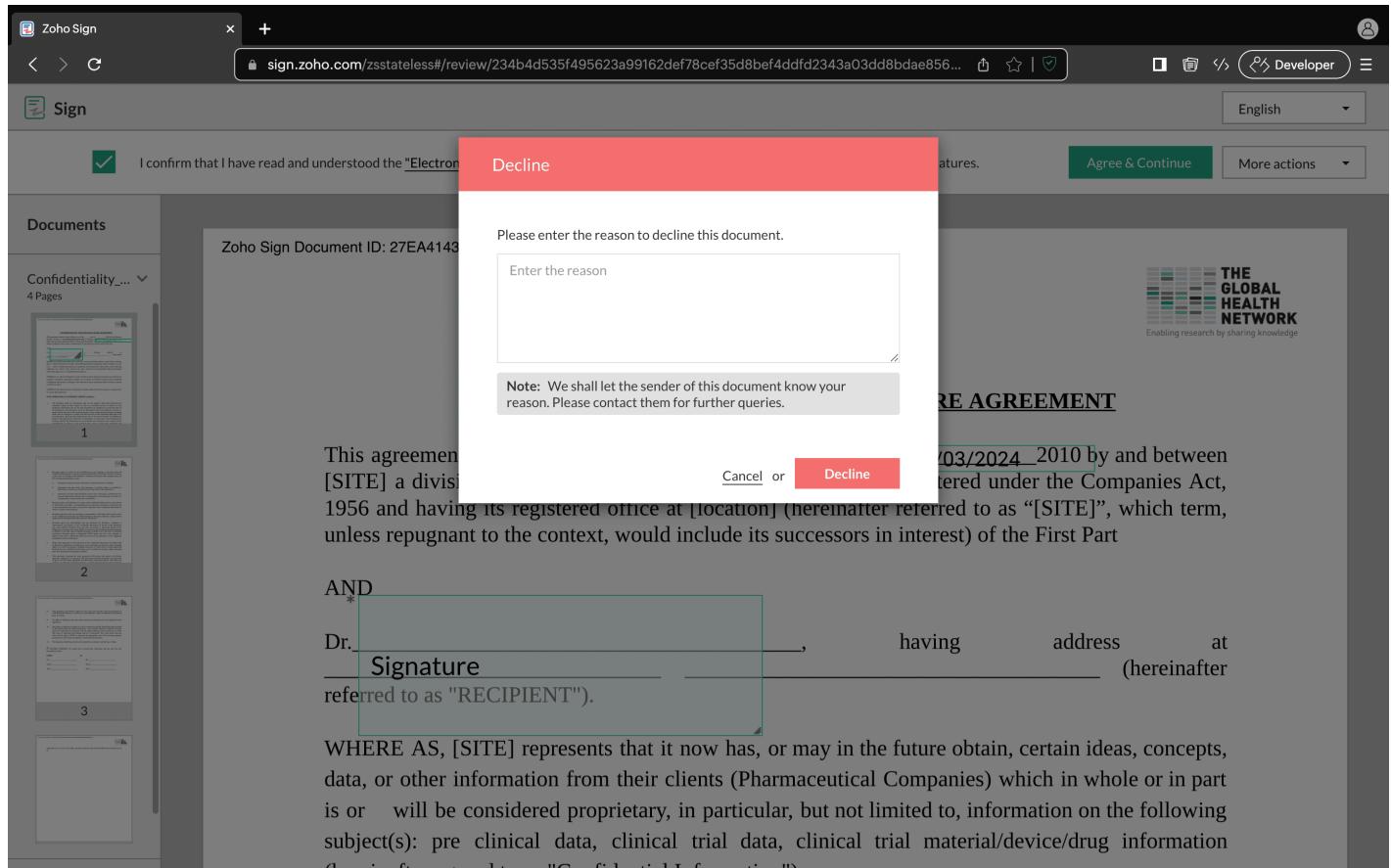
## Print and physically sign

1. If you'd like to print and physically sign the document, choose **Print and physically sign**.
2. Download and print the document.
3. Sign the document manually and upload the scanned copy.
4. Click **Finish**.

[\*\*Click here to learn how your recipients can print and sign documents.\*\*](#)

## Decline

1. If you don't want to sign the document, choose **Decline**.
2. Enter the reason for declining to sign the document.
3. Click **Decline**.



## Skip signing

1. If you'd like to skip signing for now and continue signing the document later, you can choose **Skip signing**.
2. On the pop-up that appears, click **Yes**.

Zoho Sign

sign.zoho.com/zsstateless#/review/234b4d535f495623a99162def78cef35d8bef4ddfd2343a03dd8bdae856...

Developer

Sign

English

I confirm that I have read and understood the "Electronic Signature Terms and Conditions".

**Skip signing**

Are you sure you want to skip the signing process?

Note: The data will not be saved.

No Yes

**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This agreement herein is made effective as of the \_\_\_\_\_ day of 18/03/2024 2010 by and between [SITE] a division of **xxxxClinical Research Ltd**, a company registered under the Companies Act, 1956 and having its registered office at [location] (hereinafter referred to as "[SITE]", which term, unless repugnant to the context, would include its successors in interest) of the First Part

AND

Dr. \_\_\_\_\_, having address \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as "RECIPIENT").

Signature

WHERE AS, [SITE] represents that it now has, or may in the future obtain, certain ideas, concepts, data, or other information from their clients (Pharmaceutical Companies) which in whole or in part is or will be considered proprietary, in particular, but not limited to, information on the following subject(s): pre clinical data, clinical trial data, clinical trial material/device/drug information

THE GLOBAL HEALTH NETWORK  
Enabling research by sharing knowledge